

Instructions for Completing the Voter Registration Transaction Monthly Tracking Form

Rules promulgated by the Federal Election Commission (FEC) to administer the NVRA require the Secretary of State to provide the FEC with a detailed report on Michigan's implementation of the NVRA every two years. Given the data required in the report, Michigan's city and township clerks must maintain the data identified below *on an ongoing basis*. It bears emphasis that the ongoing compilation of the data is absolutely essential as the nature of the required information is such that its reconstruction "after the fact" would be impossible.

The period covered by the next report required of the Secretary of State began on November 8, 2000 and will end on November 5, 2002 (the date of the 2002 November general election). In preparation for the submission of the next report, Michigan's city and township clerks will be forwarded a questionnaire on the required data immediately after the November 5, 2002 general election.

The data which must be maintained by city and township clerks on the Monthly Tracking Forms in preparation for the completion of the above referenced questionnaire is outlined below.

- I. The total number of voter registration applications received during the reporting period through each of the sources listed below.** (In compiling this data, *include* duplicate registration applications, rejected registration applications and registration applications submitted to update a registration record already on file. Do *not* include misdirected applications sent to your office which must be forwarded to another city or township.)
- Secretary of State Branch Office Voter Registration Program.
 - Secretary of State "Renewal by Mail" Program.
 - Mail Registration Program (include both the state mail-in form and the federal mail-in form; do *not* include mail registration applications hand-delivered to your office).
 - Agencies primarily serving persons with disabilities (*form number NSP-938A*).
 - Other designated voter registration agencies (*form number NSP-938B*). (Do not include agencies primarily serving persons with disabilities in this category.)
 - Armed Forces recruitment offices.
 - Any other means (include registration applications executed by applicant in your office; voter registration applications hand-delivered to your office; registration applications accepted by county clerk; and Federal Post Card Application (FPCA) forms).
- II. The total number of "new" voter registrations accepted during the reporting period.** (Do *not* include duplicate registration applications, rejected registration applications or registration applications submitted to update a registration record already on file.)

III. The total number of “duplicate” voter registration applications received during the reporting period through each of the sources listed below. (A “duplicate” voter registration application is an application form received from a registered voter that does not update any information already on record for the voter.)

- Secretary of State Branch Office Voter Registration Program.
- Secretary of State “Renewal by Mail” Program.
- Mail Registration Program (include both the state mail-in form and the federal mail-in form; do *not* include mail registration applications hand-delivered to your office).
- Agencies primarily serving persons with disabilities (*form number NSP-938A*).
- Other designated voter registration agencies (*form number NSP-938B*). (Do not include agencies primarily serving persons with disabilities in this category.)
- Armed Forces recruitment offices.
- Any other means (include registration applications executed by applicant in your office; voter registration applications hand-delivered to your office; registration applications accepted by county clerk; and Federal Post Card Application (FPCA) forms).

IV. The total number of confirmation notices mailed during the reporting period.

V. The total number of confirmation notice replies received during the reporting period.

VI. The total number of voter registration cancellations carried out during the reporting period.